

On motion of \_\_\_\_\_ and seconded by \_\_\_\_\_  
the following Ordinance was proposed for adoption:

**ORDINANCE NO. \_\_\_\_\_ OF 1997**

AN ORDINANCE OF THE TOWN OF WASHINGTON, ST. LANDRY PARISH, LOUISIANA, RELATIVE TO MUNICIPAL PURCHASES; TO ESTABLISH A PLAN REGARDING TRANSACTIONS INVOLVING MUNICIPAL OFFICIALS; AND TO PROVIDE FOR RELATED MATTERS.

**SECTION ONE:** Plan for Implementation of Act No. 1156 OF 1995 (R.S. 42:1123(22)).

- A. The mayor or a member of the municipal governing authority ("elected official"), or a legal entity in which the elected official has a controlling interest, may enter into transactions under the supervision or jurisdiction of the municipality only pursuant to this plan.
- B. The elected official must immediately recuse himself from acting in his governmental capacity in any matters affecting the transaction and file quarterly affidavits concerning such recusal with the municipal clerk and with the Board of Ethics. The affidavit shall set out the name and address of the elected official, the name and population of the municipality, and a description of the transaction that occurred during the preceding quarter. The affidavit shall be filed with the municipal clerk and the Board of Ethics on or before the end of the month following the expiration of the quarter.
- C. After recusal, purchase requisitions or orders regarding the transaction must be signed by the municipal clerk and payment for the transaction must be made by check signed by the municipal clerk or treasurer and the mayor or a member of the board of aldermen who is not involved in the transaction.
- D. Individual transactions of Two Hundred Fifty and No/100 (\$250.00) Dollars or less are not subject to the following requirements unless transactions involving an elected official exceed Two Thousand Five Hundred and No/100 (\$2,500.00) Dollars in the aggregate within the calendar year.
- E. Transactions in excess of Two Hundred Fifty and No/100 (\$250.00) Dollars, but less than Two Thousand Five Hundred and No/100 (\$2,500.00) Dollars, shall be made by obtaining telephone quotations with written confirmation or facsimile quotations from at least three (3) vendors within the municipality, the parish, or within a fifty (50) mile radius of the municipality. If the quotation submitted by the elected official or legal entity in which he has a controlling interest is the lowest received by the municipality, the transaction is authorized. However, in the case of an emergency, no quotations shall be required, provided the elected official recuses himself from the transaction and files an affidavit, as provided in Section B hereof, within three (3) days of the occurrence of the transaction.

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"Emergency", for the purposes of this Ordinance, shall mean an unforeseen mischance involving the destruction of property or the injury of life or the threat of such destruction or injury requiring immediate action in the form of construction or repair.

- F. An elected official or legal entity in which he has a controlling interest may enter into transactions with the municipality in excess of Two Thousand Five Hundred and No/100 (\$2,500.00) Dollars only after written invitations are sent to at least three (3) bona fide qualified bidders, other than the elected official or his legal entity, and only upon advance approval by the Board of Ethics. In such case, the bid process shall be in accordance with the provisions of R.S. 38:2212 (A)(1)(a).

The foregoing Ordinance being read and considered section by section as a whole was voted upon and the vote was as follows:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

The Ordinance was declared adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 1997.

MAYOR, TOWN OF WASHINGTON

ATTEST:

TOWN CLERK, TOWN OF WASHINGTON

I hereby certify that the above and foregoing Ordinance is a true and correct copy adopted at a regular meeting of the Mayor and Board of Aldermen of the Town of Washington, State of Louisiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 1997.

TOWN CLERK, TOWN OF WASHINGTON

## TOWN OF WASHINGTON

(318) 826-3626 - Fax (318) 826-3601  
P O Box 218

WASHINGTON, LOUISIANA

70089

JOHN K. SOLLEAU, Mayor

August 12, 1997

John G. Offord  
Chief of Police  
Linda Clasper  
Clerk

## COUNCIL MEMBERS

J. L. Malt  
Mayor Pro-Tem  
Walter Lucki  
Deputy Mayor  
T. J. Smith  
Gary Wilson

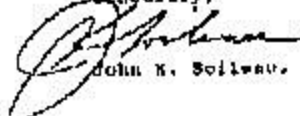
Ms. Daigle  
Commission on Ethics  
For Public Employees  
8401 United Plaza Blvd.  
Suite 200  
Baton Rouge, LA 70804

Post-It Fax Note 7571		Date 8/12/97	Page 1
To (Party Name)	From Mayor John Solleau		
Company Official Commission	On Town of Washington		
Phone #	Phone # 318-826-3626		
Fax #	Fax # 318-826-3601		

Dear Ms. Daigle:

Affidavits on purchases by the Town of Washington from Mayor John Solleau's business will be sent by the tenth of the month following each quarter. That is by April 10th, July 10th, October 10th and January 10th.

Sincerely,



John K. Solleau, Mayor

JKS/ig

97/103  
**TOWN OF WASHINGTON**

(318) 826 3626 - Fax (318) 826 3601

P. O. Box 218

**WASHINGTON, LOUISIANA**

**COUNCIL MEMBERS**

J. T. McEl

Mayor Pro Tem

William L. Lefter

Donald M. Mager

T. J. Smith

Gene Wilson

70589

**JOHN K. SOILEAU, Mayor**

January 31, 1997

John G. Offord

Chief of Police

Linda Gaspard

Clerk

Ms. Marie McCrory  
Commission on Ethics  
For Public Employees  
6401 United Plaza Blvd.  
Suite 200  
Baton Rouge, LA 70809

Dear Ms. McCrory:

The quarters for the Town of Washington's plan for purchases from municipal officials will be:

July, August, September;

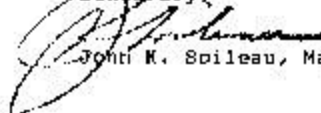
October, November, December;

January, February, March;

April, May, June.

JKS/lg

Sincerely,

  
John K. Soileau, Mayor